

Los Alamos

National Laboratory

PR Number _____

See attached instructions.

Date _____

I. QUALIFIED SUPPLIERS *(Check one)*

- ☐ Listing of qualified suppliers attached
- ☐ Listing of qualified suppliers to be determined in conjunction with procurement quality personnel

II. ACCEPTANCE CRITERIA (☐ statement of work or specification attached)

III. INSPECTION RESPONSIBILITY *(Check one)*

- ☐ Requester The requester is responsible for inspecting, accepting, properly documenting, and maintaining records on the materials received.
- ☐ Receiving The Quality Support Group Receiving Inspection Team (RIT) is responsible for inspecting the material(s) received and documenting the inspection results prior to delivering the materials to the requester. *(If marked, indicate below the degree of inspection needed.)*

- ☐ Verification of quantity
- ☐ Verification of receipt of required quality assurance documents
- ☐ Visual inspection (for damage and/or suspect counterfeit materials)
- ☐ Dimensional inspection
(List parameters to be measured; specifications must be attached.)

- ☐ Other *(specify)* _____
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IV. QUALITY CLAUSES

Listed below are the titles of the procurement clauses that pertain to Quality Assurance (*see corresponding text on attached "Quality Clauses"*). Check the clause(s) that should be included in your procurement documents.

Seller Quality Program Requirements:

- ☐ 1. Documented QA and Inspection System
- ☐ 2. Qualification and Certification of Personnel and Staff
- ☐ 3. Traceability - Item
- ☐ 4. Traceability - Analytical /Calibration

Certification and Documentation Requirements:

- ☐ 5. QA Program and Procedures
- ☐ 6. Manufacturer's Certificate of Conformance
- ☐ 7. Inspection and Testing Procedures
- ☐ 8. Inspection, Examination, and Test Reports
- ☐ 9. Special Process Procedures
- ☐ 10. Engineering Drawings
- ☐ 11. Certificates of Calibration
- ☐ 12. Certified Material Test Reports (CMTRS)
- ☐ 13. Packaging
- ☐ 14. American Chemical Society (ACS) Certifications
- ☐ 15. Shelf Life Certifications
- ☐ 16. Manuals/Instruction
- ☐ 17. Certificate of Proof Test

Inspection and Acceptance:

- ☐ 18. First Article
- ☐ 19. Preliminary, Conditional Acceptance Performance
- ☐ 20. Source Inspection

Surveillance:

- ☐ 21. Seller's Facility (Visit)
- ☐ 22. Seller's Facility (Resident)

Miscellaneous:

- ☐ 23. Design Review Prior to Production
- ☐ 24. Failure/Nonconformance Reporting
- ☐ 25. Corrective Action
- ☐ 26. Suspect/Counterfeit Fasteners
- ☐ 27. Suspect/Counterfeit Flanges
- ☐ 28. Serialization and Marking
- ☐ Other:

Signature

How to Complete the Quality Assurance Supplement

Section 1. Qualified Suppliers

Indicate whether qualified suppliers have been identified.

In identifying qualified suppliers, you should consider the effect the item or service could potentially have on safety, security, the environment and/or the accomplishment of your programmatic requirements.

If you choose to identify qualified suppliers in conjunction with the procurement representative from the Quality Support Group, an audit plan will be prepared that could range from a desk review of supplier documents to a site audit of potential suppliers. The audit will not be conducted until you have concurred with the content of the audit plan.

Follow the procedures below when identifying qualified suppliers.

IF qualified suppliers have ...	THEN check the following box ...	AND ...
been identified,	"Listing of qualified suppliers is attached"	attach a listing of the qualified suppliers to the QA Supplement. Go to Section 11, <i>Acceptance Criteria</i> .
not been identified,	"Listing of qualified suppliers to be determined in conjunction with procurement quality personnel"	go to Section II, <i>Acceptance Criteria</i> . Supplier audit personnel will contact you to determine an appropriate qualification process.

Utilizing the supplier quality requirement, refer to Quality Clause 1, *Document QA & Inspection System* (see Section IV, *Quality Clauses*).

Section II. Acceptance Criteria

Define the acceptance criteria.

Although it is preferred that you define acceptance criteria in an attached statement of work (SOW) or specification which will become a part of the subcontract, you may provide acceptance criteria as an entry in this section or as an attachment to this form. BUS cannot proceed with your procurement without clearly defined acceptance criteria.

Section III.
Inspection Responsibility

Identify the party responsible for inspecting the materials received.

Follow the procedures below when identifying the responsible party.

IF the responsible party is the ...	THEN check the following box...	AND ...
requester,	"Requester"	go to Section IV, <i>Quality Clauses</i> . Any materials received against the order will be delivered to you unopened.
RIT,	"Receiving Inspection"	check the appropriate box(es) to indicate the inspection(s) you want the RIT to perform on the items received at the BUS-4 receiving dock. Go to Section IV, <i>Quality Clauses</i> .

If identified as the responsible party for inspecting the materials received, the Quality Support Group RIT will:

- verify the quantity of materials received,
- verify the receipt of required quality assurance documents that meet contractual requirements.
- perform a simple dimensional inspections, and
- perform visual inspections for damage and/or the presence of suspect/counterfeit materials,

The RIT will inform you if any of the inspections you request are beyond their capability. RIT personnel will determine if the inspection can be performed elsewhere in the Laboratory.

Section IV.
Quality Clauses

Identify the standard quality clause(s) required for the procurement.

Check the clause(s) that are appropriate for inclusion in the Request for Quotation (RFQ) and subcontract documentation (*see attached "Quality Clauses*).

If you prefer to use a non-standard quality clause, check "other" and write the clause in the space provided or reference an attachment containing the clause.

NOTE: Use of a non-standard clause would have to be reviewed by the Laboratory's legal office.

Signature Line

Sign the *Quality Assurance Supplement* on the signature line provided.

Mailing Instructions

Attach only the *Quality Assurance Supplement* to the purchase request (PR) form. Mail both the PR and the supplement to BUS -5, Procurement, Team 1, MS P275.

Questions

Any questions or concerns about this form or the quality assurance process should be directed to the RIT, 5-6377.
